UNITED NATIONS

ST

Secretariat

ST/AI/384
9 July 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: 1993 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES*

1. The purpose of the present administrative instruction is to announce the 1993 competitive examination for promotion to the Professional category of staff members from other categories.

2. Further information on this examination will be provided in an addendum to the present instruction at a later date. In the meantime, staff members are invited to apply to take the examination on the basis of the occupational groups announced in the present instruction and in accordance with the eligibility requirements set forth herein.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of the P-2 posts subject to geographical distribution that will be or are expected to become available during 1993. On the basis of these projections, Central Examinations Board (CEB) has made an initial identification of those types of posts that may be filled by promotion through competitive examination and has determined the occupational groups for which the examination is to be held, namely:

Administration

Electronic data processing

Finance

Security

Statistics

* Personnel Manual index No. 4361.

4. The written portion of all examinations will be held in January 1994.

Eligibility requirements

5. The competitive examination is open to all staff members in the General Service and other categories, including the Field Service category up to and including the FS-5 level, provided that they have a minimum of five years' continuous service in the Secretariat, have a satisfactory record of performance (the most recent performance evaluation report must also be submitted with the application), have a contract valid until at least 30 April 1994 and meet the requirements set out below. It should be noted that short breaks in service may be allowed at the discretion of CEB.

6. For those staff members who have served a minimum of five years of continuous service in the Secretariat by 31 December 1993 the following shall apply: they must hold at least a first-level university degree, proof of which must be furnished with the application form.

7. In order to protect the acquired rights of long-serving staff, it has been decided that for those staff members who had served AT LEAST FIVE YEARS by 31 December 1989, the following requirements shall apply: they must submit with their application acceptable evidence of post-secondary academic qualifications.

8. For those staff members who have sat for previous competitive examinations, the following shall also apply, in addition to the requirements stipulated in either paragraph 6 or 7 above:

(a) They must have achieved a mark of at least 30 per cent in the overall written portion of the previous examination in the occupation(s) for which they are now applying;

(b) In cases where the staff member did not obtain 30 per cent, the staff member should be prepared to submit to CEB a description of the efforts made in preparing for the new examination (e.g. courses taken, hours of study, materials used, field work, transcripts).

9. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December 1993, will have served continuously for at least three years since their reappointment will also be considered eligible, provided that they satisfy the other requirements.

Applications

10. Staff members are invited to apply for no more than two of the occupational groups in which the examination is to be held. An application form is annexed to the present instruction.

Annex

APPLICATION FOR THE 1993 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. Candidates are responsible for informing CEB of any change of address.

N.B. The deadline for receipt of applications by CEB (United Nations Headquarters) is 30 September 1993.

SECTION I. PERSONAL DATA

Please use a typewriter or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | | |

Date of birth: Day | | Month | | Year | | | |

Sex: F ☐ M ☐ Index No. | | | | | | | a/

Nationality: | | | | | | | | | | | | | | | | | |

Category: | | Present level: | |

Date of entry in United Nations Secretariat: Day | | Month | | Year | | | |

Type of appointment: Fixed term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day | | Month | | Year | | | |

Main language: (Mother tongue) | |

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Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA PROCESSING ☐ FINANCE ☐

SECURITY ☐ STATISTICS ☐

Date of latest performance evaluation report: Day ☐☐ Month ☐☐ Year ☐☐☐☐ b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Owing to time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number to facilitate communications from Headquarters of an urgent nature.)

Were you convoked to sit for previous G-to-P examinations? No ☐

If yes, WHEN? 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, in: 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐

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a/ Appears normally on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

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SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary level, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO DO SO WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take last year's (1992) G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of last year's application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DEGREE OR DIPLOMA Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages.

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability in the boxes below using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language course, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA PROCESSING ☐ FINANCE ☐

SECURITY ☐ STATISTICS ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) Oral part ☐

(Write language in full for each part of the examination in appropriate boxes.)

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (PhD., etc.) ☐

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 30 September 1993 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535F
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations other than New York, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

_____

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_____

☐ MOST RECENT PERFORMANCE EVALUATION REPORT

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COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly.

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

CEB STAMP

This portion will be returned to you to acknowledge receipt of your application.

UNITED
NATIONS

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Secretariat

ST/AI/385
14 July 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: MATERNITY LEAVE*

1. This administrative instruction consolidates current provisions on maternity leave and recommendations on this entitlement formulated by the United Nations Medical Directors. ST/AI/219/Rev.2 and Personnel Directives PD/4/77/Add.2 and PD/1/88 are hereby superseded.

2. Staff Regulation 6.2 enunciates that the Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave. The provisions regulating maternity leave are contained in staff rule 106.3.

3. In accordance with ST/AI/221/Rev.1, the Medical Service is responsible for certifying all cases of illness, injury or pregnancy. Any question or doubt about the validity of a medical certificate should also be referred to the Medical Service for a decision.

Prenatal leave

4. Prenatal leave of six weeks will be granted on the basis of a medical certificate showing the probable date of birth. At the staff member's request, a shorter period of prenatal leave, normally not less than two weeks, may be granted upon production of a certificate from a duly qualified medical practitioner or midwife indicating that the staff member is fit to continue to work. If the staff member so requests, she may also be allowed to work part-time (half-time) for the last four working weeks of her pregnancy (normally weeks 34-38). The executive or administrative officer concerned will issue a P.5 action form to reflect the granting and period of the prenatal leave.

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* Personnel Manual index No. 6050.

5. A request for prenatal leave which is for less than three weeks will be referred to the Medical Service for advice by the executive or administrative officer concerned before deciding on such request.

6. If a period shorter than six weeks of prenatal leave has been granted or if the staff member has been authorized to work part-time, but subsequently it becomes apparent that she is not fit to continue to work, the matter will be immediately referred to the Medical Service by the executive or administrative officer concerned. On the advice of the Medical Service, the staff member may be requested to commence her prenatal leave at once.

7. A staff member taking a shorter period of prenatal leave or working part-time may add the resulting weeks to her post-natal leave.

Post-natal leave

8. Return to work will be 16 weeks after the maternity leave had started. Where, because of a miscalculation of the medical practitioner or midwife, the period of prenatal leave was more than six weeks, the staff member will return to work 10 weeks after the actual date of birth. The administrative or executive officer concerned will issue a P.5 action form noting the date of return from maternity leave on the basis of the birth certificate.

Extension of fixed-term appointments to cover maternity leave

9. Where a fixed-term appointment is extended to enable a staff member to utilize her maternity leave entitlement, other benefits and entitlements will be administered as follows during the period of extension:

(a) Repatriation grant: credits towards repatriation grant will continue to accrue, if the staff member has not returned to her home country;

(b) Annual, sick or home leave and salary increments: no credits will accrue with reference to these items;

(c) Death benefit: in the event of death, the period prior to the staff member's decease may be taken into account for the determination of the death benefit in staff rules 109.10 (a) (vi) or 209.11 (a) (v).